

**ON THE JOB TRAINING RECORD
CONTINUATION SHEET**

A 4-month training evaluation was conducted on the undersigned on _____. The EA Recruiter JQS 8R000-001 dated **21 January 2003** was used as a guide and the recruiter was evaluated as follows:

Instructions: The following items must be evaluated. **Validate the recruiter can perform each task through observation.** These tasks are time phased for completion by the 4th month of training. **Note: You do not need to wait until the evaluation is due to evaluate individual tasks. You may complete this form as training progresses and finish it at the 4-month evaluation due date.**

Ratings:

S = Satisfactory level indicates trainee is able to do all parts of the tasks, needing infrequent guidance to complete work, and meets local demands for speed and accuracy, while meeting production requirements.

U = Unsatisfactory level means the trainee is unable to do simple parts and needs to be shown how to do most of the task. Any task identified by an (*) which is rated unsatisfactory, will result in the entire evaluation to be rated unsatisfactory. Any task identified by an (*) which is not closed out by the end of the time phasing will render the entire evaluation unsatisfactory.

Planning:

- _____ * State and relate the basic facts and principles associated with planning.
- _____ * Differentiate between planning and time management.

Time Management:

- _____ * Demonstrates how to reschedule uncompleted planned activities and tasks.

Sales Presentations:

- _____ * Demonstrates how to establish and maintain rapport with prospect.
- _____ Determines applicant's eligibility for Air Force enlistment using probing questions and questioning techniques.
- _____ Demonstrates how to advise unqualified applicants.
- _____ Demonstrates how to qualify applicants for the highest program and refer individuals to Officer Accessions recruiters.
- _____ Demonstrates how to administer and score the EST.
- _____ Demonstrates how to complete a Personal Interview Record (PIR) and basic recruiting forms during initial interview.

Applicant Processing:

- _____ Schedule applicants for ASVAB testing.
- _____ Relate facts and principles associated with requesting ASVAB scores (SPF conversions, microfiche pulls & SSAN pulls)
- _____ Demonstrate how to request ASVAB scores from MEPS.
- _____ Explain facts and principles related to performing credit checks.
- _____ Demonstrate how to complete a credit check
- _____ Explain facts and principles related to eligibility determinations & waivers (the process, documentation & waiting periods)
- _____ Explain basic facts and principles related to documents required for validating personal information provided by applicants
- _____ Obtain birth verification, social security verification, and high school graduation verification from alternative sources.
- _____ Schedule applicants for enlistment processing, special testing (EDPT, DLAB etc.) & flight physicals
- _____ Demonstrate sense of urgency when scheduling processing.
- _____ Demonstrate how to complete an enlistment case-file
- _____ Conduct a MEPS processing briefing (to include directions, transportation, and hotel/motel use)
- _____ Show required informational films to applicants.
- _____ * Explain facts and principles related to Recruiter Avoidable Losses (RAL) at MEPS

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Delayed Enlistment Program:

- _____ * Follow-up with applicants enlisted into the DEP within 24 hours of enlistment and document the contact
- _____ * Demonstrate how to set up a follow-up plan with DEP airman and document the follow-up
- _____ * Plan DEP activities (including correspondence)

School Programs:

- _____ * Develop contacts and establish rapport with high school influencer's.
- _____ * Develop contacts and establish rapport with college influencer's (i.e. registrar office, veterans affairs, admissions, etc.)
- _____ * Obtain high school lists.
- _____ * Demonstrate how to maintain and document actions and activities in the school folder (mail outs, visits, refinement, etc.)

Telephone Prospecting:

- _____ * Employ proper techniques for planning, conducting and documenting telephone prospecting
- _____ * Demonstrate how to identify themselves and state purpose of call.
- _____ * Perform telephone prospecting showing how to assure the correct party is reached.
- _____ * Deliver an opening statement that relates to the applicant.
- _____ * Demonstrate how to sound positive and convincing, while remaining clear and understandable.
- _____ * Use probing questions and dangles the appropriate entitlement
- _____ * Maintain rapport while obtaining pre-qualifying information.
- _____ * Obtain an appointment (and confirm date, time, location, and transportation arrangements).

Perpetuation:

- _____ * Explain principals related to perpetuation as a lead generating activity.

Managing Leads:

- _____ * Analyze leads by source and document refinement efforts
- _____ * Create, maintain, request suspension and request closure on leads
- _____ Reroute leads to another recruiter.

AFRISS:

- _____ Demonstrate ability to access the Internet.
- _____ Demonstrate ability to access the AFRISS web-site.
- _____ Demonstrate ability to open and use AFRISS tutorial/AFRISS help definition.
- _____ Demonstrate how systems administrators, squadron trainers and the help desk can provide assistance.
- _____ Demonstrate ability to exit screen using the exit button.
- _____ Demonstrate ability to commit unsaved changes using the save button.
- _____ Demonstrate ability to enter a query, execute a query and cancel a query.
- _____ Demonstrate ability to insert a new row of data.
- _____ Demonstrate ability to delete a row of data after it has been committed to the database.
- _____ Demonstrate ability to correctly use the erase button.
- _____ Demonstrate use of Master Records with detail records concepts.
- _____ Demonstrate ability to establish ownership of school programs (high schools, colleges, and universities)
- _____ Demonstrate ability to create and update key dates, demographic data, points of contact, and print school/media reports
- _____ Demonstrate ability to document events, visits, and activities as required.

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Marketing:

- _____ Explain facts and principles associated with an marketing awards program.
- _____ Demonstrate procedures involved with identifying marketing awards (i.e. COA, HRS, and higher awards).

Safety:

- _____ Explain facts and principles related to stress management.
- _____ Relate Anti-Terrorism policies and procedures.
- _____ Perform weekly vehicle inspections.
- _____ Explain facts and principles associated with obtaining domicile to duty authorization.

Administrative Functions:

- _____ Maintain files and file correspondence (including email and electronic correspondence).
- _____ Order and maintains required forms.
- _____ Safeguard stamps and bus/shuttle tickets.

OVERALL RATING: SATISFACTORY / UNSATISFACTORY---If **Unsatisfactory**, you must develop a training plan by tasks and subtasks requiring training. Strengths and weaknesses must be identified in relationship to tasks and subtasks. For example: Good at closing sales, establishing rapport, etc., as opposed to great attitude, nice person.

Strengths and Weaknesses: _____

Plan to correct training deficiencies: Must be task and subtask related, Ex: Task 2(a)(1), etc. All Unsatisfactory tasks must be identified.

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If this evaluation is rated SATISFACTORY and the recruiter in non-ATB year-to-date, justify your rating:

(Flight Chief Rank/Name/Signature)

(Recruiter Rank/Name/Signature)

RST Review

(Sq RST Rank/Name/Signature)

(Date)

CCU Review: I certify I have reviewed this training evaluation and CONCUR///NONCONCUR with the rating. (If nonconcur, provide justification below .) The training plan (if required) is APPROVED///MODIFIED (circle one) as follows:

If you concurred with the SATISFACTORY rating and the recruiter is non-ATB year-to-date, justify your concurrence:

(Sq CCU Rank/Name/Signature)

(Date)

☐

Train Track updated

(Date)

(Initials)

OPR: HQ AFRS/RSOT--23 JAN 2003

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